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## **CORONAVIRUS (COVID-19) ADVISORY NOTICE**

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://tinyurl.com/SLPT-2021-03-23>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (669) 900-9128 and enter 98273153044#

### **CALL TO ORDER**

- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of November 30, 2020

### **MEETING OPEN TO THE PUBLIC**

2. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

### **MATTERS BEFORE THE COMMITTEE**

3. Review of FY 2020/2021 2nd Quarter Annual Revenue and Expenditure Budget Report

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#### **Notice**

*Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting shall be available for inspection in City Hall, 1400 Fifth Avenue. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing [Lindsay.lara@cityofsanrafael.org](mailto:Lindsay.lara@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line*

22 or 23. Paratransit is available by calling Whistlestop Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.

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**San Rafael Library – 1100 E Street, San Rafael, CA  
November 30, 2020 – 6:01 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=MWV7SrFFmbA>

**CALL TO ORDER**

Chair Brinckerhoff called the meeting to order at 6:01 P.M.

**Roll Call**

**Present:** Chair Brinckerhoff  
Member Grasso  
Member Kellogg  
Member Lee  
Member Pruitt

**Absent:** None

**Also Present:** Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of October 20, 2020**

The minutes of October 20, 2020 were approved as submitted.

Member Kellogg moved, and Chair Brinckerhoff seconded to approve the minutes of the October 20, 2020 meeting.

Ayes: Members: Grasso, Kellogg, Pruitt, & Chair Brinckerhoff

Noes: Members: None

Absent: Members: None

Abstain:        Members: Lee

*Minutes approved as submitted.*

**MEETING OPEN TO THE PUBLIC**

1.     **Approve regular meeting minutes of October 20, 2020**  
Committee Members introduced themselves and welcomed Member Grasso to the Library Parcel Tax Committee.
  
2.     **Public Comment from the audience regarding items not listed on the agenda**  
None

**MATTERS BEFORE THE COMMITTEE**

3.     **Review of Draft of FY 19/20 Annual Revenue and Expenditure Report from Committee to City Council**

Chair Brinckerhoff presented the staff report.  
Staff responded to questions from the Committee Members.  
Chair Brinckerhoff invited public comment; however, there was none.  
Committee Members provided comments.

The Draft of FY 19/20 Annual Revenue and Expenditure Report from Committee to City Council was approved as submitted.  
Member Kellogg moved, and Member Lee seconded to approve the report.

Ayes:            Members: Grasso, Kellogg, Lee, Pruitt, & Chair Brinckerhoff  
Noes:            Members: None  
Absent:          Members: None

*Report approved as submitted.*

Scheduling and Chair/Vice Chair selection discussion at the next meeting.

Mr. Bankhead said he would prepare the report for Committee signatures.

**ADJOURNMENT**

The meeting was adjourned at 6:33 P.M.

**Tentative date for next meeting – UNKNOWN**



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**March 23, 2021  
Item #3**

**TITLE: REVIEW OF FY 2020-2021 SECOND QUARTER LIBRARY  
BUDGET REPORT**

**SUMMARY:**

Quarterly, the Special Library Parcel Tax Committee reviews the library's budget expenditures for the fiscal year.

**RECOMMENDATION:**

It is recommended that the Committee receive the Library budget for FY 2020/21 2nd quarter.

**BACKGROUND:**

The Library budget is comprised of the Parcel Tax Budget, the General Fund Budget and the contributions from the Friends of the Library.

This report provides year-to-date figures on the General Fund and Parcel Tax funding spending for the second quarter of 2020/2021. As of this report, 50% of the fiscal year has elapsed. The overall activity was 46% expended. General Fund expenditures ended at 51% of budget. This is due to MARINet costs for the year that have been paid during the first quarter. The Parcel Tax expenditures ended at 35% of budget.

**Revenue Highlights**

- The General Fund provides approximately 70% of the Library's total operations budget. Revenue this year is estimated to be \$18,581. This includes the contribution from the Friends of the Library, which provides less than one percent of the Library's total operations budget. The expected total is approximately \$10,000 for FY 20/21.
- The Parcel Tax revenue provides approximately 29% of the Library's total operations budget. The Parcel Tax revenue for 20/21 is estimated to be \$1,092,091.

**Expenditure Highlights**

- **General Fund** expenditures:
  1. **Regular Hire Salaries & Benefits** expenditures are slightly lower due to personnel vacancies.

2. **Extra Hire** expenditures are underspent as the Parcel Tax funds are expended/depleted first.
  3. **Building Maintenance Contracts** expenditures are slightly overspent due to annual service contract payments that were due in the first and second quarters.
  4. **Maintenance Building Improvement** expenditures are underspent as some of the regular services have not occurred/scheduled at this time. Some invoices are outstanding for services rendered. This line may be underspent overall for the FY due to the absence of public traffic in the facility, thereby reducing maintenance cost.
  5. **Utilities-Gas & Electricity** expenditures are underspent as the service payment for the latter part of the second quarter hasn't been paid. In addition, the energy costs reduce during the winter months. There may also be an impact from not having public traffic in the facility as the doors remain closed.
  6. **Contract Services** expenditures are overspent (90% expended) due to the large annual MARINet payment of \$280,240.67 (\$259,417.14), of which \$20,823.53 for CENIC was paid by the City's Digital Service & Open Government Department. Without the MARINet expenditure the GF percentage expended for Q2 20/21 drops to 45%, and the combined budget expenditure drops to 42%.
  7. The following lines are underspent due to budget constraints because of the pandemic:
    - a. **Office Supplies**, conservative approach, the absence of public traffic in the facility has also resulted in less usage of supplies
    - b. **Periodicals**, planning to move these funds via mid-year budget adjustment (\$7,000) to **Audio/Video Materials**
    - c. **Digital Branch Resources** (e-Books grant budget) expenditures are underspent as the grant money has not been disbursed
    - d. **Professional Dues & Subscriptions**, staff have not been involved with library organizations, therefore, have not renewed memberships
    - e. **Credit Card Fees** decrease in transactions
  8. **Books** expenditure is underspent as the Parcel Tax funds for books are expended/depleted first in order to more fully utilize Parcel Tax funding.
  9. **Audio/Video Materials** expenditures are overspent due to an influx of orders that were released once the new fiscal year started. These orders had been placed on hold when the pandemic began. See **Periodicals** notes above.
- **Parcel Tax** expenditures:
    1. **County Administration Fee** expenditures are overspent; however, this line should not go over budget as the total fee for FY19/20 was \$25,834, 91% of budget. This line is budgeted by the Finance Department.
    2. **Programming Supplies** expenditures are underspent due to a reduction in programming. The programming that is occurring, is currently occurring virtually.
    3. **Books** expenditures are underspent as the ordering didn't begin until mid-quarter due to City budgetary concerns. The approach here has also been conservative. However, if it is determined during the later discussion that these funds can be expended as budgeted, we'd like to increase this budget

by \$15,000 using funds from the Measure D Fund Balance as part of our mid-year budget adjustment.

4. **Periodicals** expenditures are underspent as physical periodicals are unnecessary at this time and have been cancelled for the fiscal year. We are planning on moving these funds (\$6,250) to **Digital Branch Resources** as part of our mid-year budget adjustment.
5. **Digital Branch Resources** expenditures are underspent as the library has not been invoiced for some annual services at this time (e.g. Kanopy, Orange Boy).
6. **Technology Supplies & Materials**, A conservative approach and the absence of public traffic in the facility has resulted in less usage of supplies (e.g. 3D printing). However, these funds may be utilized to upgrade existing 3D printing equipment with new 3<sup>rd</sup> generation equipment.
7. **Training & Instruction** expenditures are underspent at this time, due to a conservative approach in spending, however this budget will be utilized as opportunities arise.
8. **New Library Conceptual Design Cost**, \$81,924 will be moved to account number 215-51-11001-9270 to support the approved contract for the Library & Community Center Conceptual Design Project at Albert Park.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Committee.

Submitted by:



Henry Bankhead  
Assisant Library & Recreation Director / City Librarian

Attachment:

1. FY 2020-2021-Q2-Library Budget Spreadsheet

SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 20/21																		
AS OF: 1/21/2021	GENERAL FUND - Q2						PARCEL TAX - Q2						GENERAL FUND & PARCEL TAX TOTAL - Q2					
	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21
	BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS	
Revenue (estimated)		18,581						1,092,091						1,110,672				
Regular Hire Salaries & Benefits	2,462,723	1,861,870	988,494	878,589	40%	47%	753,370	743,320	347,410	276,485	46%	37%	3,216,094	2,605,190	1,335,904	1,155,074	42%	44%
Extra Hire	80,325	57,748	38,179	109	48%	0%	115,636	115,636	99,161	36,862	86%	32%	195,961	173,384	137,341	36,971	70%	21%
<b>Personnel Services</b>	<b>2,543,048</b>	<b>1,919,618</b>	<b>1,026,674</b>	<b>878,699</b>	<b>40%</b>	<b>46%</b>	<b>869,006</b>	<b>858,956</b>	<b>446,571</b>	<b>313,347</b>	<b>51%</b>	<b>36%</b>	<b>3,412,054</b>	<b>2,778,574</b>	<b>1,473,245</b>	<b>1,192,045</b>	<b>43%</b>	<b>43%</b>
Bldg.Maint.Contracts	39,493	33,805	25,378	18,030	64%	53%	0	0	0	0	0%	0%	39,493	33,805	25,378	18,030	64%	53%
Maint.Bldg.Improv.	20,000	17,000	2,648	2,141	13%	13%	0	0	0	0	0%	0%	20,000	17,000	2,648	2,141	13%	13%
Maintenance & Repair;Equip & Machine	1,000	0	0	0	0%	0%	0	0	0	0	0%	0%	1,000	0	0	0	0%	0%
Utilities-Gas & Electricity	44,245	47,455	25,882	18,921	59%	40%	0	0	0	0	0%	0%	44,245	47,455	25,882	18,921	59%	40%
County Administrative Fee	0	0	0	0	0%	0%	28,342	28,342	19,376	19,267	68%	68%	28,342	28,342	19,376	19,267	68%	68%
Contract Services (MARINet, security, etc.)	305,134	312,764	304,134	281,085	100%	90%	0	0	0	0	0%	0%	305,134	312,764	304,134	281,085	100%	90%
Internal Service Charges (IT, phone, ins)	234,323	217,694	117,161	108,847	50%	50%	0	0	0	0	0%	0%	234,323	217,694	117,161	108,847	50%	50%
Programming Supplies	0	0	0	0	0%	0%	15,000	10,000	3,971	966	26%	10%	15,000	10,000	3,971	966	26%	10%
Office Supplies	34,308	23,073	15,419	4,552	45%	20%	0	0	0	0	0%	0%	34,308	23,073	15,419	4,552	45%	20%
Books	60,736	15,845	393	0	1%	0%	137,983	137,983	50,979	34,685	37%	25%	198,719	153,828	51,372	34,685	26%	23%
Periodicals	7,000	7,000	4,162	0	59%	0%	6,250	6,250	6,250	0	100%	0%	13,250	13,250	10,412	0	79%	0%
Digital Branch Resources	3,000	15,681	3,000	0	100%	0%	56,343	45,000	20,873	18,002	37%	40%	59,343	60,681	23,873	18,002	40%	30%
Audio/Video Materials	27,000	10,000	9,346	11,493	35%	115%	0	0	0	0	0%	0%	27,000	10,000	9,346	11,493	35%	115%
Technology Supplies & Materials	0	0	0	0	0%	0%	6,000	6,000	202	823	3%	14%	6,000	6,000	202	823	3%	14%
Travel & Conference	8,640	0	3,298	0	38%	0%	0	0	0	0	0%	0%	8,640	0	3,298	0	38%	0%
Training & Instruction	4,000	0	0	0	0%	0%	5,000	5,000	3,499	183	70%	4%	9,000	5,000	3,499	183	39%	4%
Professional Dues & Subscriptions	1,545	1,000	365	0	24%	0%	0	0	0	0	0%	0%	1,545	1,000	365	0	24%	0%
Credit Card Fees	600	400	125	60	21%	15%	0	0	0	0	0%	0%	600	400	125	60	21%	15%
Unbudgeted items	0	0	0	0	0%	0%	0	0	0	0	0%	0%	0	0	0	0	0%	0%
<b>Non-Personnel Services</b>	<b>791,024</b>	<b>701,717</b>	<b>511,312</b>	<b>445,129</b>	<b>65%</b>	<b>63%</b>	<b>254,918</b>	<b>238,575</b>	<b>105,150</b>	<b>73,926</b>	<b>41%</b>	<b>31%</b>	<b>1,045,942</b>	<b>940,292</b>	<b>616,462</b>	<b>519,055</b>	<b>59%</b>	<b>55%</b>
<b>Total</b>	<b>3,334,072</b>	<b>2,621,335</b>	<b>1,537,986</b>	<b>1,323,828</b>	<b>46%</b>	<b>51%</b>	<b>1,123,924</b>	<b>1,097,531</b>	<b>551,721</b>	<b>387,272</b>	<b>49%</b>	<b>35%</b>	<b>4,457,996</b>	<b>3,718,866</b>	<b>2,089,707</b>	<b>1,711,100</b>	<b>47%</b>	<b>46%</b>
<b>Other Budget Sources</b>						<b>Budget Sources</b>			<b>Annual</b>			<b>% of Total</b>						
Friends of the Library (books, programs)			10,000.00			General Fund			2,621,335			70.30%						
<b>TOTAL</b>			<b>10,000.00</b>			Parcel Tax			1,097,531			29.43%						
						Other			10,000.00			0.27%						
<b>Special Funds</b>						<b>TOTAL</b>			<b>3,728,866</b>			<b>100.00%</b>						
Estimated 214 Fund Balance			21,432															
Copy Fund			609															
Donations Fund			111,028															
Kay Corlett Memorial Fund			495,233															
Kenneth Edlin Memorial Fund			422,613															
Robert and Lorraine Joses Memorial Fund			1,399,565															
MC Parcel Tax Capital Set-Aside Balance			353,335															
MD Parcel Tax Fund Balance as of 6/30/20			378,886															
Donation for New Building			300															
Immigration Services Grant			-3															
<b>TOTAL</b>			<b>3,182,998</b>															
<p><b>NOTE:</b> MARINet removed from GF Contract Services budget &amp; expenditure, would equate 45%, total 42%</p> <p><b>NOTE:</b> Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance</p>																		